

Work Schedules and Attendance

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1.0 POLICY

It is the policy of the Town of Carolina Beach to permit Department Directors, with the approval of the Town Manager, to schedule work hours in order to meet the operational needs of the department in the most cost effective manner possible. An employee must contact his Supervisor when unavoidable circumstances will result in the employee being absent from work.

2.0 PURPOSE

The Town supports employees in addressing a balance between their jobs and their family concerns with the understanding that effective and efficient service delivery for citizens is paramount. Work schedules may be changed by Department Directors, with advance notice to employees, in order to best accommodate citizen services.

3.0 SCOPE

This policy applies to all employees. Because Town services are essential and continuous, employees shall avoid unnecessary absences and tardiness.

Attendance and punctuality are important responsibilities of the employee. Frequent absences or tardiness for any reason other than reasons permitted under applicable law will subject an employee to disciplinary action up to and including termination.

4.0 DEFINITIONS

- **Shift Employee** – An employee that is notified of his working hours each work week by a shift schedule published by the supervisor within the employees department.
- **General Office Staff** – An employee that works in an Administrative capacity within the town and is generally scheduled to work Monday-Friday.

5.0 ORGANIZATIONAL RULES

- 5.1 Work schedules must not result in routinely scheduled overtime.
- 5.2 Adequate personnel, including supervisory personnel, will be available to carry out work activities without creating any loss in services to the public.
- 5.3 All general office staff of the Town that interact directly with the public or internal personnel are expected to be open and staffed each working day, Monday-Friday, from 8:00 am to 5:00 pm.

6.0 PROCEDURES

- 6.1 When illness prevents the employee from reporting to work on time, the employee is required to call his supervisor by the start of the employee's work day to advise the supervisor of the reason for the absence. A shift employee must notify his supervisor not later than two hours prior to the beginning of the shift.
- 6.2 An employee that expects to be late for work because of unusual or unavoidable circumstances is required to call his supervisor by the start of the employee's work

day to advise the supervisor of the reason for the absence. A shift employee must notify his supervisor not later than two hours prior to the beginning of the shift.

- 6.3 Whenever possible, an employee should give as much prior notice as possible to allow the supervisor to make work adjustments necessitated by the absence.
- 6.4 Any employee that is away from the job for three consecutive work days, without giving proper notice, will be presumed to have resigned.

7.0 APPENDIX, APPENDICES

None